

# SERVER TRAINING

Honolulu Liquor Commission

December 30, 2020

**NEW**  
FOR 2021

## Virtual Server Training and Test for Managers and Bartenders

We offer two types of Server Training sessions:

### 1. **2021 Virtual Server Training and Test (beginning January 4, 2021)**

Managers and bartenders may now attend online and take both the Server Training and the Test.

#### You need the following:

- ◆ A computer or laptop—do **not** use a mobile device (the test will not work on a smart phone or tablet)
- ◆ Internet access
- ◆ Email Address
- ◆ Print the [Server Training Handout](#)

#### To register ([instructions](#)):

- ◆ Go to our [Event Calendar](#) and select a date (Monday, Wednesday, or Friday - 10:00 a.m.)
- ◆ Click on the registration link and complete the registration form.
- ◆ Once your registration has been approved, you will receive a confirmation email. (Save this email. The link to the virtual training session will be included in the confirmation email.)
- ◆ On the day of the training, click the "join the session" link (found in the confirmation email).
- ◆ Download the Server Training Handout prior to the start of the training session. Follow the presentation. At the conclusion of the presentation, an online test will be given.
- ◆ Upon successful completion of the training session, you will receive an email certifying your completion.
- ◆ Schedule an appointment using [AlohaQ](#) to get your liquor card.

### 2. **In-Person Server Training**

Managers or bartenders who prefer to attend the **In-Person Server Training** must schedule an appointment through [AlohaQ](#). Seating is limited.



## Required Documents

- 1) Valid, unexpired Government-issued photo ID
  - 2) Original Social Security Card or W-2 Form with entire SSN printed on the document
  - 3) \$10 processing fee
  - 4) Manager Authorization Letter (for blue or purple manager liquor cards only)
  - 5) Email certifying you passed the training/test (for virtual server training only)
- ◆ New Customers:  
Bring all items listed above
  - ◆ Existing Customers:  
Bring items #1, #3, #4, #5
  - ◆ All Customers:  
A face mask covering is required.



Email:  
[liq-training@honolulu.gov](mailto:liq-training@honolulu.gov)

Phone:  
(808) 768-7334

Visit our Website:  
<http://www.honolulu.gov/liq/trainingeducation.html>